LABS FOR THE 21ST CENTURY®

President's Memorandum on Federal Energy Use: Summary

Mandatory 30-Day Report Back to DOE/White House on Government Effort to Reduce Energy Use (Due October 26, 2005)

On September 26, 2005, President Bush issued a memorandum to the heads of federal executive departments and agencies regarding energy and fuel conservation. The following guidance was provided:

General

- Work with the local utility to develop an individual facility plan.
- Identify and initiate load reduction measures appropriate for the facility.
- Develop a Plan of Action for emergency electricity and natural gas reductions.
- Take the following steps to rapidly reduce electricity and natural gas loads, even if these actions would require some sacrifices in employee comfort or convenience:
  - Establish a system to alert employees of the need to conserve energy during the recovery period.
  - Monitor total facility demand and demands for individual major loads (if separate metering is available).
  - Encourage employees to reduce energy consumption in their homes.
  - Enhance employee awareness of energy efficiency through training and less formal methods.
  - Temporarily curtail non-essential travel and other activities that use gasoline or diesel fuel, and encourage employees to carpool, telecommute, and use public transportation to reduce fuel use.
  - Take action to conserve natural gas and electricity during periods of peak consumption by reducing energy-intensive activities until after the recovery period wherever possible and by procuring and using efficient ENERGY STAR® or FEMP-designated energy appliances and products.

Lighting

- Turn off fluorescent lights when leaving an area for more than one minute.
- In areas with sufficient daylight, turn off lights.
- Use task lighting and turn off general lighting where it is feasible to maintain sufficient lighting levels for both safety and productivity.
- Curtail the use of display and decorative lighting.

Computers and Appliances

- Turn off printers and monitors when not in use.
- Ensure ENERGY STAR®"power-down" features are activated.
- If computers do not have ENERGY STAR® features available, turn them off when leaving the office for more than 30 minutes.
- Ensure personal appliances, such as coffee pots and radios, are turned off.

Please note that this document is not a complete or federal government-approved summary. For the complete text of the memorandum, visit <**www.whitehouse.gov/news/releases/2005/09/print/20050926-4.html**>.

Air Conditioning

- Pre-cool building(s) below normal temperature settings prior to onset of peak demand period. Make sure to tell employees about this practice so that they will not operate space heaters. During peak demand period, allow space temperatures to drift back up to normal settings (or as much as five degrees Fahrenheit above normal settings).
- Allow casual attire to make higher temperatures more acceptable.
- Where systems allow, lower chilled water temperatures several degrees below normal settings prior to peak periods, and allow water temperatures to drift above normal settings during peak periods.
- Duty cycle air handling units off. Ensure adequate outside airflow rates to maintain indoor air quality.
- Ensure that ventilation grilles and fan coil units are not blocked by books, flowers, debris, or other obstructions. This will improve air conditioning system efficiency and employee comfort.

Other

- Shut off selected elevators and escalators. Ensure accessibility needs are met.
- Where feasible, schedule high electrical energy use processes during off-peak periods.
- Encourage employees to not use copiers during peak demand period. Turn off selected copiers. Ensure power saver switch on copiers is enabled.
- Turn off unnecessary loads such as fountain pumps.

Long-Term

- Consider installing sub-metering.
- Investigate thermal storage systems or alternative energy sources for air conditioning.
- Install motion sensors and separate lighting circuits to allow turning off unneeded lights.
- Install an Energy Management and Control System to allow shedding and monitoring loads from one central location.
- Consider adding on-site generation using micro-turbines, fuel cells, combined heat and power, renewable, or other appropriate technology.
- Institutionalize operations and maintenance best practices for enhanced, long-term energy efficiency solutions.
- Refer to government publications to reduce your heating and cooling costs, and to save money and energy with operations and maintenance techniques (See memorandum).
- Consider implementation of a continuous improvement program of metering, monitoring, and retro-commissioning of building systems.
- Consider the acquisition of a Resource Efficiency Manager (REM).
- Consider advanced utility metering for improved operations, maintenance, and efficiency.